

City of Lake City, FL

Classification Description

Classification Title: BUILDING INSPECTOR INTERNSHIP
Department: GROWTH MANAGEMENT

Pay Grade: 1
FLSA Status: Non-Exempt

General Description

Entry level work going through a four (4) year full time paid internship training program to gain knowledge and inspection experience required to qualify for Standard State licensing. Under the auspices of the Growth Management Director/ Chief Building Official for the City of Lake City, intern will learn the proper inspection procedures for construction projects for compliance with applicable City and State code.

Nature of Work

Essential Functions:

- Gain knowledge and experience alongside the Standard Licensed Building Official and Inspectors in the field.
- Performs timely inspections of new and existing building to ensure their safety.
- Assists in conducting site visits to make inspections of construction work.
- Records and documents all inspections.
- Performs plan reviews of construction projects
- Records and documents all plan reviews
- Assists permit technician on permit issuance and retention of record
- Provides information and assistance to the public, contractors, and other employees.
- Keeps superiors apprised of inspection activities.
- Assists with maintaining cemetery records and marking graves.
- Investigates and enforces code violations of building code, zoning codes; State of Florida and City Statutes and Ordinances. Investigates complaints and issues notices of non-compliance with existing codes.
- Reviews technical reports pertaining to construction projects.
- Interprets codes and may assist code enforcement employees.
- Discusses plans with Architects, Engineers, and contractors.
- Enters, retrieves and researched data in the electronic records.
- Attends Building Officials Association of Florida's required training classes as well as departmental specific training.
- Must pass a quarterly skill assessment to demonstrate gained knowledge.



- Performs other related work as required.
- In the event of an emergency, may be required to perform alternate duties.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for data entry. Uses copiers and other office machinery.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of building and structural requirements contained in the State of Florida Building Codes related to the specific Internship trade and knowledge of City Code of Ordinances;
- Knowledge of principles and practices of building construction;
- Knowledge of building, plumbing, mechanical gas and electrical codes;
- Ability to interpret technical designs and blue prints;
- Ability to enforce codes;
- Ability and skills to work effectively with the general public and other City Departments;
- Skills and ability to use standard equipment and testing devices;
- Skill to correct defects in building construction and code violations;
- Ability to obtain a Provisional Inspectors License from the State of Florida;
- Proficient in the use of standard office equipment, cell phones and personal computers as well as associated software, including Internet Explorer, Word, Excel and Outlook; and
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications: Requires high school diploma or possession of a GED (General Education Diploma) and possession of a valid Commercial Inspector Certification issued by the International Code Council (ICC) in one of the following Commercial categories; Building, Electrical, Plumbing, or Mechanical Verifiable experience of one (1) year in the field of construction or graduation from a construction course from a Technical School in a specific construction trade preferred. Must obtain Standard Inspector Certification from the State of Florida within four years of employment. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Moderate (15 – 50 pounds) lifting and carrying
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

- Ability to communicate both orally and in writing
- Ability to use a computer
- Walking, Standing, Crawling
- Kneeling, Bending
- Bending
- Balancing, Stooping
- Driving

Environmental Conditions:

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 150 Feet
- May work in stressful situations

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Employee Name Printed

Employee Signature

Date

This job description was approved by Council on 12/4/2023 (3 pages)

